



U.S. Customs and
Border Protection

**PUBLIC INFORMATION NOTICE
PORT OF WASHINGTON, D.C.**

DATE: June 25, 2019

NUMBER: IAD-2019-007

SUBJECT: New Landing Rights Procedures for General Aviation

The purpose of this informational bulletin is to advise general aviation (GA) operators and their third-party service providers of new correspondence procedures for CBP GA operations at Washington Dulles International Airport (IAD), Manassas Regional Airport (HEF), and Leesburg Executive Airport (JYO).

In an effort to reduce unnecessary paper waste and improve operational efficiency, effective September 1, 2019 all GA correspondence for the for the above listed Port of Washington, D.C. area airports will be conducted electronically through a group email address, cbpiadgeneralaviation@cbp.dhs.gov.

All correspondence must include aircraft identifiers (tail number, date of arrival, etc.), complete secondary contact information (name, telephone numbers, etc.), and the specific nature of the message (securing of landing rights, request for clearance, etc.).

As a reminder, the APIS manifest transmission remains to be the basis of all GA flight operations. Messaging through the group mailbox does not replace APIS manifest requirements, no personal identifiable information should be submitted through the email process, and any correspondence seeking landing rights or departure clearance should occur only after the APIS manifest has been transmitted.

Responses to all messages will be returned electronically as soon as possible and while the above mailbox will be monitored daily, operators and agents are advised to initiate communication well in advance of anticipated needs.

A handwritten signature in blue ink, appearing to read "Joseph Draganac".

Joseph Draganac
(A) Area Port Director